

## Camp Everton Camp Masters

The position of Camp Master is an extension of the Camp Committee. The Campmaster Co-ordinator is responsible for the administration of the Camp Master program. In cooperation with the camp committee and the Camp Ranger, we work together to provide a fun and safe outdoor experience for all participants and visitors to our camp.

### **Camp Master duties include:**

- 1 Arrive at Camp by 6pm – check in with the Ranger (radio, permits, Cabin check list& instructions)
- 2 Move your gear into Kumpf for the weekend
- 3 Ranger will normally open buildings and turn on the heat and a light.
- 4 Inspect buildings being used, and complete the checklist provided. Report any issues to the Ranger.
- 5 Check in process (after 6 pm)
  - When groups arrive confirm where they are staying. Assist new groups to Everton. Contact the Ranger if assistance is needed.
  - Confirm the #'s of youth and leaders and record on the permit document.
  - Ask groups if they require firewood delivered to their site. If so notify the Ranger.
  - Collection of money for Rentals, firewood or crests may be required. Receipts are available at the Rangers house. Money should be handed in to the Ranger.
- 6 Making rounds Friday evening before retiring, Saturday morning, late afternoon and evening. Request checkout times and advise the Ranger. While on rounds:
  - be visible (wear vest)
  - there is a board at Kumpf so you can let people know where you are
  - check on campers, watch out for cold or wet campers
  - use “Duty of Care” for concerns you see and report to Camp Ranger
  - look for vandalism, anything out of the ordinary
- 7 Report all accidents (forms at Kumpf), forms returned to Ranger
- 8 Report any problems to Ranger
- 9 Check out (before 2 pm, Sunday)
  - inspect all sites, there are binders in cabins
  - Move furnace thermostats to OFF. Shut off light at the fixture, not at the safety shut off. (carry small flashlight)
  - If problems occur with lights or furnace tell the Ranger (don't fix)
  - Remind groups everyone takes garbage home
- 10 Return radio's, money and forms to the Ranger
  - Campers may stay past 2pm but they must be out of cabins and parked outside gate

## **Building Check lists will included:**

**Lions Lodge:** Pump, propane tanks, outhouses, propane lights and mantles (use, changing) stove, furnaces, pilot lights, ventilation, fireplace & wood, bunks, clean up, fire extinguishers, smoke alarms and carbon monoxide detectors, brooms, mop, dust pan, windows and doors secured.

**Lion's Lair, Grand River, Greenwood, and Kumpf:** Propane tanks, outhouses, Propane lights and mantles, stove, furnace, pilot lights, ventilation, bunks, clean up, fire extinguishers, smoke alarms and carbon monoxide detectors. Fire pits. Brooms, mops, dustpan, windows and doors secured.

**Cliff Cabin, Heasley Hut:** Wood stoves, smoke and CO detectors, wood supply, doors and windows secure, bunks, clean up.

**Flagpole:** Flags in Kumpf, rangers house if needed. Groups should bring their own

**Fire Wood:** Is available from Ranger at \$10.00/bucket load. **Ask groups to burn wood completely to ash and not to scatter partly burnt wood, use it.** They will have to plan/time this for when they leave.

**Activity shelter:** Tarps, cleaned up

**Knot Shack:** Equipment returned as found. Keys on the Kumpf key fob.

**Adirondacks:** Cleaned up, some wood under cover for next group, picnic tables out of the weather (under the shelter)

**Barn:** Propane tanks, kitchen, fridge, stove, pilot lights, dinning area, phone, lights and Panels, washrooms, pool, ventilation, bunks, clean up, fire extinguishers, smoke alarms and CO detectors, windows and doors secured. Keys

## **Policies:**

Tractor – Camp Ranger's use only

ATV – Camp ranger's use, unless he has given permission (must have valid class G license)

Dogs –Must be on leash, stoop and scoop. No over night stays. Not allowed in cabins due to possible allergies of next campers

Smoking – Out of sight of youth. No butts on ground, no smoking in buildings

Camp Masters – 2-3 (adults) per weekend, give all names to Camp Ranger. If you can't make it out on your weekend find a replacement & notify Mary Ann Millar.

Camp Master Reports & Permits – Leave with Ranger at end of weekend

## **Awareness:**

Cold weather – be aware of cold, wet youth/leaders. Make them welcome in Kumpf or unused cabin, notify Ranger (Duty of Care)

Consideration for others – this includes our neighbors in Everton (keep the noise down after 11pm)

To report an emergency situation  
Call

**9-1-1**

**For Fire, Ambulance or Police**

They will need the following information

**Fire number: 5286  
Wellington road #49  
Eramosa Township  
Everton**

**Rockwood Clinic.....856-4611**  
166 Guelph Street, Rockwood

**Guelph General Hospital.....822-5350**  
115 Delhi Street, Guelph

**Rockwood Pharmacy.....856-9486**  
178 Alma Street, Rockwood

**Ranger's House.....856-0651**